



DEPARTMENTAL QUARTERLY PERFORMANCE REPORT

Department Name: **PUBLIC WORKS**

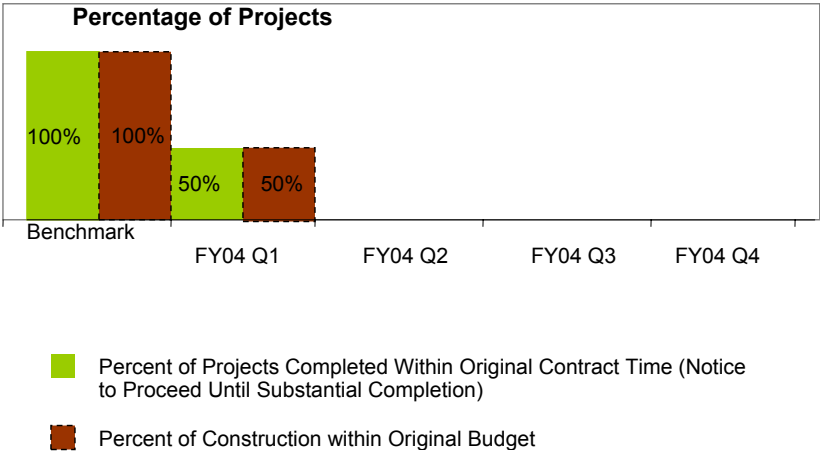
Reporting Period:
FY 2003-2004
First Quarter

I. Performance Initiatives	Page 2
II. Personnel Status	Page 16
III. Financial Performance	Page 17
IV. Department Director Review	Page 22

Departmental Quarterly Performance Report
 Department Name: **PUBLIC WORKS**
 Reporting Period: First Quarter FY 03-04

Note: Graph does not reflect adjustments for time and funds associated with additional County's requested changes and unforeseen weather conditions.

Public Works Construction Projects
 (Site Specific projects only)



- Strategic Plan
 X Business Plan
 Budgeted Priorities
 Customer Service
 ECC Project
 Workforce Dev.
 Audit Response
 Other _____
 (Describe)

NU3-2

% of county construction sites restored to their original condition within 45 days of completion: (Goal 95%)

Report: Data not currently available. Tracking process being established. Information to be available next quarter.

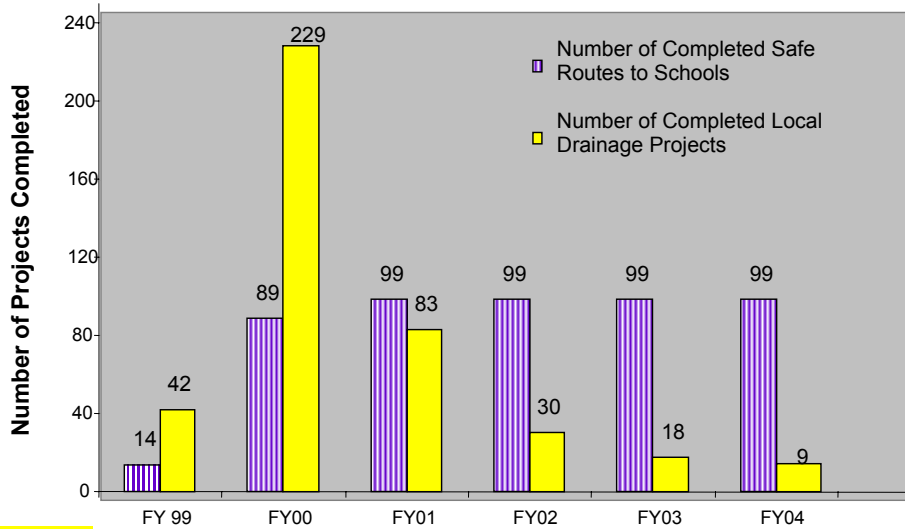
- Strategic Plan
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Departmental Quarterly Performance Report

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Reporting Period: First Quarter FY 03-04

Quality Neighborhood Initiative Program (QNIP)

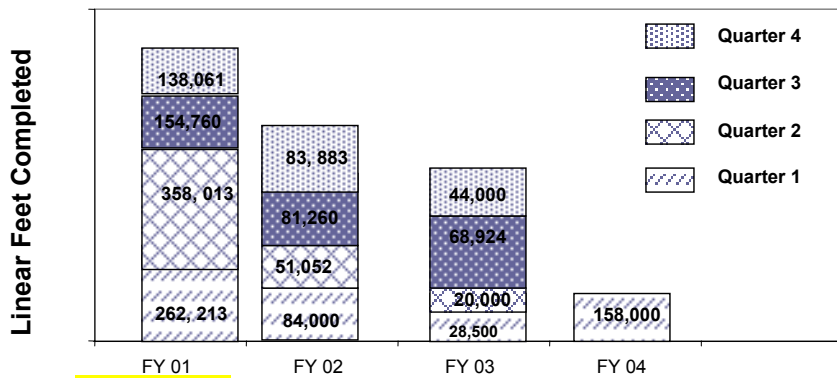


Total Local drainage Completed to date

411

X Strategic Plan
 Business Plan
 Budgeted Priorities
 Customer Service
 ECC Project
 Workforce Dev.
 Audit Response
 Other (Describe)

Quality Neighborhood Initiative Program - Sidewalks



Total Linear feet completed to date

1,532,666

X Strategic Plan
 Business Plan
 Budgeted Priorities
 Customer Service
 Workforce Dev.
 ECC Project
 Audit Response
 Other (Describe)

Departmental Quarterly Performance Report

Department Name: **PUBLIC WORKS**

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<p><u>NU2-2</u> <u># of web hits on the PWD site (Goal: 1,000 per Fiscal Year)</u></p> <p>Report: Information not available at time of reporting</p>	<p>___ Strategic Plan X_ Business Plan ___ Budgeted Priorities ___ Customer Service ___ Workforce Dev. ___ ECC Project ___ Audit Response ___ Other _____ (Describe)</p>
<p><u>NU5-2</u> <u># of months to complete creation of security, street lighting, landscape and lake maintenance districts (Goal: 9 months)</u></p> <p>Report: Resident Petition: 100% Developer Petition: 24% - 8 of 33 developer street light and multipurpose/landscape districts were processed within the 8 week time frame (shows workload increase being experienced – from yearly average of 70 districts)</p>	<p>___ Strategic Plan X_ Business Plan ___ Budgeted Priorities ___ Customer Service ___ Workforce Dev. ___ ECC Project ___ Audit Response ___ Other _____ (Describe)</p>
<p><u>NU2-3</u> <u>% of PWD staff trained in customer service: (Goal 100%);</u></p> <p>Report: 50% of front-line staff received customer service training.</p>	<p>___ Strategic Plan X_ Business Plan ___ Budgeted Priorities ___ Customer Service ___ Workforce Dev. ___ ECC Project ___ Audit Response ___ Other _____ (Describe)</p>
<p><u>NU2-3</u> <u>% of positive customer service feedback from clients: (Goal 75%)</u></p> <p>Report: Development of a departmental customer service plan in progress to assess customer feedback.</p>	<p>___ Strategic Plan X_ Business Plan ___ Budgeted Priorities ___ Customer Service ___ Workforce Dev. ___ ECC Project ___ Audit Response ___ Other _____ (Describe)</p>

Departmental Quarterly Performance Report

Department Name: **PUBLIC WORKS**

Reporting Period: First Quarter FY 03-04

<p><u>NU6-1</u> <u>% of roadways' bridges inspected for maintenance and repair annually (Goal 25% per quarter) 51 of 204 total bridges</u></p> <p>Report: 2.5% achieved (5 bridges) Note: Currently 1 position is vacant in the bridge inspection section. For safety reasons 2 persons are required to inspect the underside of a bridge. This task is currently accomplished by borrowing other personnel resulting in delay of other activities.</p>	<p><input type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe _____)</p>
<p><u>NU6-1</u> <u># of maintenance cycles on secondary canal system annually: (Goal 4 cycles)</u> Maintain 100% cleaning cycles through September 2004.</p> <p>Report: 100% (1 cycle per quarter) achieved – 165.6 miles</p>	<p><input type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe _____)</p>
<p><u>NU6-1</u> <u>% of responded requests completed for aesthetic canal cleaning: (Goal 95%)</u></p> <p>Report: 100% accomplished – 33 requests</p>	<p><input type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe _____)</p>
<p><u>NU6-1</u> <u>% of citizen drain cleaning requests responded to within 6 weeks or less: (Goal 100%)</u></p> <p>Report: 100% accomplished – 1,043 drain cleaning requests</p>	<p><input type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe _____)</p>
<p><u>NU6-1</u> <u># of days to respond to and repair safety-hazard pothole patching requests: (Goal: two (2) days)</u></p> <p>Report: Meet 2 day timeframe 100% of the time 1,019 potholes patched, 1984 complaints received; no complaints outstanding. The remaining 965 complaints were either duplicated, construction under way, utility cuts, roadway projects, etc.</p>	<p><input type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe _____)</p>

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<p><u>NU5-1</u> <u>% of landscape services provided to arterial road, rights-of-ways, guideways, and busways: (Goal 100%)</u></p> <p>Report: 100% of all required quarterly maintenance cycles were completed.</p>	<p>___ Strategic Plan X_ Business Plan ___ Budgeted Priorities ___ Customer Service ___ Workforce Dev. ___ ECC Project ___ Audit Response ___ Other _____ (Describe)</p>
<p><u>NU4-2</u> <u># of mosquito inspections every week during the months of May through October: (Goal 200 inspections)</u></p> <p>Report: 100% accomplished - (Perform 2,000 residential mosquito inspections every 5 working days during the months of November through April.)</p> <p><u>% of complaints responded within 24 hours of receipts of receipt: (Goal 90%)</u></p> <p>Report: 100% of 533 complaints</p>	<p>___ Strategic Plan X_ Business Plan ___ Budgeted Priorities ___ Customer Service ___ Workforce Dev. ___ ECC Project ___ Audit Response ___ Other _____ (Describe)</p>
<p><u>NU6-4</u> <u>% of interim responses to traffic calming requests within ten days of receipt: (Goal 90%)</u></p> <p>Report: 50% achieved of 34 total requests were responded</p>	<p>___ Strategic Plan X_ Business Plan ___ Budgeted Priorities ___ Customer Service ___ Workforce Dev. ___ ECC Project ___ Audit Response ___ Other _____ (Describe)</p>
<p><u>NU6-4</u> <u>% of traffic calming analysis for single intersection requests completed within three months: (Goal 90%)</u></p> <p>Report: 77% achieved of 49 total requests were responded (following existing EDP rotation process instead of previous or in-house staff)</p>	<p>___ Strategic Plan X_ Business Plan ___ Budgeted Priorities ___ Customer Service ___ Workforce Dev. ___ ECC Project ___ Audit Response ___ Other _____ (Describe)</p>
<p><u>NU6-4</u> <u>% of county standards reviewed and revised due to identified deficiencies: (Goal 100%)</u></p> <p>Report: 0%. Department has initiated contact with the Planning & Zoning Department to resolve conflicting standards associated with the new urbanism concept.</p>	<p>___ Strategic Plan X_ Business Plan ___ Budgeted Priorities ___ Customer Service ___ Workforce Dev. ___ ECC Project ___ Audit Response ___ Other _____ (Describe)</p>

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<p><u>NU6-5</u> <u>% of requests for sidewalks and other pedestrian rights-of-way studies responded within ten days of receipt: (Goal 90%)</u></p> <p>Report: All requests for sidewalks and other pedestrian right-of-way are routed to the appropriate district commissioner for funding priority.</p>	<p><input type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe</p>
<p><u>NU6-5</u> <u>% of sidewalks and other pedestrian rights-of-way studies completed within 3 months for single intersection requests: (Goal 90%)</u></p> <p>Report: No study requested.</p>	<p><input type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe</p>
<p><u>TP1-1</u> <u>% of the Automated Traffic Management System software design completed: (Goal 80%)</u></p> <p>Report: 50% design completed</p>	<p><input type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe</p>
<p><u>TP1-1</u> <u>% of traffic signal operational and synchronized: (Goal 85%)</u></p> <p>Report: 78% of all signals are currently synchronized.</p>	<p><input type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe</p>
<p><u>NU6-1</u> <u>% of 2-yr PTP Plan project design/ construction completed: (Goal 100%)</u></p> <p>Report: 0% Awaiting 2-yr PTP Plan approval by the Board of county commissioners slated for January 20, 2004 commission meeting.</p>	<p><input type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe</p>

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<p><u>NU6-1</u> <u>% of 2-yr PTP Plan contracts awarded: (Goal 100%)</u></p> <p>Report: 0% - Estimated seven (7) open construction contracts to be awarded by the end February 2004. Eight (8) open construction contracts scheduled to be awarded by the end of April 2004. Seven (7) projects are being advertised for design services Several meetings have been held with upper management regarding improving the expedite process. Further meetings are scheduled to determine which items need to be brought to the BCC and CITT to accomplish the goals.</p> <p>On December 9, 2003, the Department forwarded the request to advertise for consultant selection for five design contracts to CICC for site projects.</p>	<p><input type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe</p>
<p><u>NU6-1</u> <u>% of retrofitted bus stops with ADA accessibility: (Goal 10%)</u></p> <p>Meetings have been held to coordinate efforts between Public Works and Miami-Dade Transit. Contracts will soon be available to start constructing ramps and sidewalks</p>	<p><input type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe</p>
<p><u>NU6-1</u> <u>Increase staffing to support PTP: (Goal 40 positions)</u></p> <p>Report: 2 positions - PWD is working with CMO on expediting the hiring process. Highway is already interviewing for positions, and Traffic Signal & Signs is in the recruitment process</p>	<p><input type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe</p>
<p><u>NU6-1</u> <u>% compliance to PTP project budget: (Goal 100%)</u></p> <p>Report: 100% - The Department will comply with budget restraints.</p>	<p><input type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe</p>
<p><u>NU6-1</u> <u>% adherence to PTP project schedules: (Goal 100%)</u></p> <p>The Department will be meeting with CMO on a monthly basis to discuss these issues</p>	<p><input type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe</p>

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<p><u>Complete the Downtown Kendall Utility Study</u> Study completed, awaiting scope of work for next phase from consultant.</p>	<p> <input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>
<p><u>Install guardrails near canals</u> Update: 9 sites completed, 10 additional sites under design, 1 site the work order (W.O.) has been issued, 5 sites with W.O. pending. Study for additional sites underway.</p>	<p> <input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>
<p><u>Explore possibilities for a sidewalk on the NE corner of SW 152nd Street and US 1</u> Update: It has been determined that no ROW will have to be acquired. Design plans have been completed. FDOT permit pending.</p>	<p> <input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>
<p><u>Resolve drainage issue at SW 62 Avenue from Miami Children's Hospital to NW 7 Street</u> Commissioner Sosa has expressed interest in extending the SW 62 Avenue system from SW 18 Street all the way down to Flagler Street. This is a major road reconstruction; funding is provided in the People's Transportation Plan and will begin design in November 2004. Update: On December 9, 2003, the Department forwarded the request to advertise for consultant selection on this design to CICC.</p>	<p> <input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>
<p><u>Pave NW 58 Street from 102 Avenue to 107 Avenue</u> Design completed March 2003; advertised November 2003. Bids received December 2003; tentative award date April 2004</p>	<p> <input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>

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<p><u>Settlement for Road Project on NW 74 Street from NW 84 Avenue to 87 Avenue with Owners</u></p>	<p> <input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>
<p>Update: The proposed final version of the agreement, stipulation and final judgment for signing by both parties and submission to the County Commission was forwarded to the property owner on December 11, 2003; awaiting response.</p>	
<p><u>Proceed with the NW 17th Avenue Bridge refurbishing</u></p>	<p> <input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>
<p>Update: DERM Class I Permit - All necessary documents (including the permit application fee and City of Miami P&Z approval) were submitted per DERM requirements and accepted by DERM. The only outstanding requirement for DERM to issue the permit is the "Consent for the Use of Submerged Lands"-easement by the State of Florida to Miami-Dade County.</p>	
<p><u>Proceed with NE 2nd Avenue widening from NE 91 Street to NE 115 Street</u></p>	<p> <input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>
<p>Update: Design is 50% completed. Final design to be completed by October 2004.</p>	
<p><u>Proceed with SW 184th Street widening from SW 127 Avenue to SW 147 Avenue</u></p>	<p> <input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>
<p>Unavailability of ROW required that this project be split into two projects: approved by BCC 9/24/02; 100% plans for both projects have been submitted for final review; construction will commence six (6) months after final design approval of Phase 1</p>	

Departmental Quarterly Performance Report

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Reporting Period: First Quarter FY 03-04

<p><u>Construct \$5.315 million of Causeways amenities including comfort stations, a maintenance building, variable message signs, and the Venetian Toll Plaza</u></p>	<p> <input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>
<p>Comfort stations were completed February 2003; Maintenance bldg and variable message signs-projects delayed due to funding constraints; Venetian Toll Plaza awarded 7/23/02-project began May 2003 with a tentative completion date of June 2004; Rickenbacker project design consultant selection process underway</p>	
<p><u>Install 90 school speed zone flashing warning lights</u></p>	<p> <input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>
<p>Completed all of the 33 planned school speed zone flashing warning lights. Increased cost has reduced the possible number of lights to be installed. Additional school speed zone flashing warning lights funded by the ½ penny sales tax proceeds (PTP) will begin installation in FY 2004</p>	
<p><u>Complete all 18 drainage sites along arterial roads</u></p>	<p> <input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>
<p>Of the 18 sites, 3 sites removed by CICC to pay for QNIP1 soft costs, 8 sites completed, 3 sites transferred to FEMA group, 1 site under design, three sites being investigated to determine the extent of needs.</p>	
<p><u>Finish retrofitting the initial 1,512 streetlights and retrofit approximately 6,500 more in FY 2001-02</u></p>	<p> <input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>
<p>The total number of county owned lights is 19,857. 6,370 streetlights have been retrofitted since inception of the program inclusive of the initial 1,512. 1,500 lights do not require retrofitting. The remainder of 11,987 does require some retrofitting, some more extensive than others.</p> <p>Update: 1,765 streetlights retrofitted in the first quarter.</p>	

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<p><u>Street Enhancements (signs & restriping)</u></p> <p>Original contract bidders rejected due to improper certification and/or equipment; re-advertised March 2003; awarded June 2003.</p>	<p> <input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>
<p><u>Construct ADA pedestrian ramps along Curtis Parkway and the circle as necessary</u></p> <p>Sidewalks were completed around the circle in January 2003. Ramps will be completed September 2004.</p>	<p> <input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>
<p><u>Install traffic light at Flagler and 117th Avenue</u></p> <p>Awaiting new contract; contract advertisement and award delayed, reviewing change order option to expand existing contract capacity.</p>	<p> <input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>
<p><u>Install traffic light at NW 52nd Street and NW 97th Avenue</u></p> <p>Awaiting new contract; contract advertisement and award delayed, reviewing change order option to expand existing contract capacity.</p>	<p> <input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>
<p><u>Install traffic light at NW 52nd Street and NW 107th Avenue</u></p> <p>Awaiting new contract; contract advertisement and award delayed, reviewing change order option to expand existing contract capacity.</p>	<p> <input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>

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<p><u>Utilize \$200,000 local match to leverage appropriation request for \$1million helicopter purchase</u></p> <p>Local match re-appropriated by OMB and is not available; received USDA confirmation for a grant award of \$838,931 and approved by the County Manager's Office. It is pending BCC approval of the award.</p>	<p> <input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>
<p><u>Design traffic project on NW 149 Street and Memorial Highway (corrected address: NW 146 Street, Miami Avenue, South Biscayne River Drive)</u></p> <p>Consultant selected; work order issued June 2003; anticipated completion February 2004.</p>	<p> <input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>
<p><u>Replace street signs in Commission District 10</u></p> <p>Awaiting allocation from commission office</p>	<p> <input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>
<p><u>Design/construct bikeway in Commission District 10</u></p> <p>Awaiting allocation from commission office</p>	<p> <input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>
<p><u>Project Name:</u> Traffic Signalization Maintenance and Repair</p> <p><u>Project Number:</u> 57</p> <p><u>Description:</u> Analyze alternative methods for sign installation and repair practices</p> <p><u>Update:</u> Added two new maintenance repairer positions to enhance in-house staffing. Additionally, a contract will be awarded in FY 04 for sign installation to compare cost efficiency between in-house staffing and out-sourcing.</p>	<p> <input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input checked="" type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>

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Reporting Period: First Quarter FY 03-04

<p><u>Project Name:</u> Install Light Emitting Diode (LED) Lamps</p> <p><u>Project Number:</u> 533</p> <p><u>Description:</u> Replace traffic signal lamps with LEDs to generate electrical savings and increase illumination.</p> <p><u>Update:</u> Procurement Department sponsored Industry Day. Advertisement expected by end of February 2004</p>	<p><input type="checkbox"/> Strategic Plan</p> <p><input type="checkbox"/> Business Plan</p> <p><input type="checkbox"/> Budgeted Priorities</p> <p><input type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input checked="" type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Audit Response</p> <p><input type="checkbox"/> Other _____ (Describe)</p>
<p><u>Project Name:</u> Contract Administration</p> <p><u>Project Number:</u> 534</p> <p><u>Description:</u> The Contract System provides a one-stop automated program for all departmental project managers and contract administrators.</p> <p><u>Update:</u> Merger of in-house contract system, financial ledgers, and work order manual system completed July 2003; continue validating merged data.</p>	<p><input type="checkbox"/> Strategic Plan</p> <p><input type="checkbox"/> Business Plan</p> <p><input type="checkbox"/> Budgeted Priorities</p> <p><input type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input checked="" type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Audit Response</p> <p><input type="checkbox"/> Other _____ (Describe)</p>
<p><u>Project Name:</u> Contract Web site</p> <p><u>Project Number:</u> 757</p> <p><u>Description:</u> Web enabling of the Department's contract specification bid process.</p> <p><u>Update:</u> Project delayed pending County authorization to utilize Oracle software on the web.</p>	<p><input type="checkbox"/> Strategic Plan</p> <p><input type="checkbox"/> Business Plan</p> <p><input type="checkbox"/> Budgeted Priorities</p> <p><input type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input checked="" type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Audit Response</p> <p><input type="checkbox"/> Other _____ (Describe)</p>
<p><u>Project Name:</u> Construction Management and Payment Process Review</p> <p><u>Project Number:</u> 782</p> <p><u>Description:</u> Review contract management and payment processes to streamline operations and meet payment deadlines particular to CSBE firms.</p> <p><u>Update:</u> Received OPI report on process review February 28, 2003, and are implementing various recommendations (e.g. Project Number 534) to enhance operational efficiency within stated payment deadlines.</p>	<p><input type="checkbox"/> Strategic Plan</p> <p><input type="checkbox"/> Business Plan</p> <p><input type="checkbox"/> Budgeted Priorities</p> <p><input type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input checked="" type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Audit Response</p> <p><input type="checkbox"/> Other _____ (Describe)</p>

Departmental Quarterly Performance Report

Department Name: **PUBLIC WORKS**

Reporting Period: First Quarter FY 03-04

<p><u>Project Name:</u> Employee Participation Projects (EPP)</p> <p><u>Project Number:</u> 835</p> <p><u>Description:</u> Public Works has implemented several EPP projects department-wide to enhance efficiency and streamline operations.</p> <p><u>Update:</u> Seven Department divisions (Personnel, RBCM, Mosquito Control, RAAM, Construction, Highway, and Director's Office) commenced with EPP workshops and generated 142 process improvement ideas. To date, 45 ideas have been responded to and completed, 97 ideas are currently being analyzed.</p>	<p><input type="checkbox"/> Strategic Plan</p> <p><input type="checkbox"/> Business Plan</p> <p><input type="checkbox"/> Budgeted Priorities</p> <p><input type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input checked="" type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Audit Response</p> <p><input type="checkbox"/> Other _____ (Describe)</p>
<p><u>Project Name:</u> Customer Service & Technological Improvements</p> <p><u>Description:</u> Technology improvements include, but not limited to: customer renewal of Causeway Transponders via the Internet; developing software application for handheld computers for Public Works field crews; testing contract bidding on the web; allowing access to recorded plats on the Internet; rewrite of the Traffic Concurrency Geographical System layer, the Traffic Signals and Signs fiber optic upgrade, and electronic document management systems for right-of-way and special taxing districts documents.</p> <p><u>Update:</u></p> <ul style="list-style-type: none">- Reevaluating the efficiency gain vs. cost to implement on Causeway Transponders Internet renewal- Pilot application for street sign inventory on handheld computers completed; anticipate implementation on February 2004- Awaiting ETSD availability of county standards imaging software on the web to allow access to recorded plats rights-of-way and special taxing districts documents	<p><input type="checkbox"/> Strategic Plan</p> <p><input type="checkbox"/> Business Plan</p> <p><input type="checkbox"/> Budgeted Priorities</p> <p><input type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input checked="" type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Audit Response</p> <p><input type="checkbox"/> Other _____ (Describe)</p>

Departmental Quarterly Performance Report

Department Name: **PUBLIC WORKS**

Reporting Period: First Quarter FY 03-04

PERSONNEL SUMMARY

A. Filled/Vacancy Report

NUMBER OF FULL-TIME POSITIONS	Filled as of Sept. 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	607	*727	610	117						
Part-Time	18	35	19	16						
Temporary	0	0	0	0						
Seasonal	3	3	0	3						

*Attrition is 4% which is the equivalent of 30 positions

Notes:

B. Key Vacancies

Highway Division - 9 of 18 engineer positions are currently vacant

Traffic Signals and Signs - 12 maintenance vacancies

Road and Bridge Maintenance - 4 Bridge Repairer vacancies

C. Turnover Issues

Turnover in this quarter was minimal with only three (3) DROP retirements and four (4) other terminations.

D. Skill/Hiring Issues

The Department continues to experience high failure rates for Automotive Equipment Operators in the background process.

Finding qualified applicants for all levels of Engineer and Land Surveyor positions remains a challenge, even with the ability to hire at intermediate pay rates.

People's Transportation Plan (PTP) overage positions are in the process of being filled, with many more positions awaiting CMO approval for filling.

E. Other Issues

The Department is recruiting to fill all vacancies except those restricted by the budgeted attrition.

Departmental Quarterly Performance Report

Department Name: **PUBLIC WORKS**

Reporting Period: First Quarter FY 03-04

FINANCIAL SUMMARY (GENERAL FUND - GF010)

(All Dollars in Thousands)

	PRIOR YEAR Actual	CURRENT FISCAL YEAR 2003-2004						
		Total Annual Budget	Quarter		Year-to-date			
			Budget	Actual	Budget	Actual	Variance %	End of Year 'rojection
Revenues								
Fees	782,080	425,000	106,250	155,502	425,000	155,502	37%	0
GF Subsidy	17,564,089	19,335,000	4,833,750	4,833,750	19,335,000	4,833,750	25%	0*
♦								
♦								
Total	18,346,169	19,760,000	4,940,000	4,989,252	19,760,000	4,989,252	25%	0
Expense								
	18,227,881	21,203,400	5,300,850	5,994,061	21,203,400	5,994,061	28%	0
Personnel	(580,679)	(1,900,900)	(475,225)	3,842,113	(1,900,900)	3,842,113	-202%	0**
Operating								
Capital	698,967	457,500	114,375	82,439	457,500	82,439	18%	0
Total	18,346,169	19,760,000	4,940,000	9,918,613	19,760,000	9,918,613	50%	0

*Pending GF subsidy from OMB

**Pending reimbursement from capital and other general funds to Divisions

Equity in pooled cash

(for proprietary funds only)

Fund/ Subfund	Prior Year	Projected at Year-end as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
	N/A				
Total					

Comments:

(Explain variances, discuss significant in-kind services, provide status of aged receivables at 30-60-90-+ days and those scheduled for write-off, if applicable)

PERSONNEL – FUND 010

Positions				Funding (1st Quarter)			
Budget	Filled	Vacant	% Vacant	Budget		Actual	
				Expenditures	Attrition %	Expenditures	Attrition %
741	585	156	21%	8,850,675		9,412,396	

Departmental Quarterly Performance Report

Department Name: **PUBLIC WORKS**

Reporting Period: First Quarter FY 03-04

FINANCIAL SUMMARY (GENERAL FUND – GF030)

(All Dollars in Thousands)

	PRIOR YEAR Actual	CURRENT FISCAL YEAR 2003-2004						
		Total Annual Budget	Quarter		Year-to-date			
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget
Revenues								
Fees	6,591,672	9,310,000	2,327,000	1,150,272	7,120,900	6,543,572	92%	0
State Asst.	0	0			48,100	48,100	0	0
♦								
♦								
Total	6,591,672	9,310,000	2,327,000	1,150,272	9,310,000	1,150,272	12%	0
Expense*								
Personnel	4,591,333	5,730,800	1,432,700	1,647,879	5,730,000	1,647,879	29%	0
Operating	2,484,836	3,497,200	874,300	316,854	3,497,200	316,854	9%	0
Capital	42,249	82,000	20,500	0	82,000	0	0%	0
Total	7,118,418	9,310,000	2,327,500	1,964,733	9,310,000	1,964,733	21%	0

* Expenditures may be reported by activity as contained in your budget or may be reported by category (personnel, operating and capital).

Equity in pooled cash

(for proprietary funds only)

Fund/ Subfund	2003-2004			
	Year End	October	November	December
037	2,193,866	1,732,510	1,535,796	1,310,431
Total	2,193,866	1,732,510	1,535,796	1,310,431

Comments:

(Explain variances, discuss significant in-kind services, provide status of aged receivables at 30-60-90+ days and those scheduled for write-off, if applicable)

Personnel – Fund 030

Positions				Funding (1st Quarter)			
Budget	Filled	Vacant	% Vacant	Budget		Actual	
				Expenditures	Attrition %	Expenditures	Attrition %
131	77	54	41%	1,432,700		1,647,879	

Departmental Quarterly Performance Report

Department Name: **PUBLIC WORKS**

Reporting Period: First Quarter FY 03-04

FINANCIAL SUMMARY (STORMWATER UTILITY-SU140)

(All Dollars in Thousands)

	PRIOR YEAR Actual	CURRENT FISCAL YEAR 2003-2004						
		Total Annual Budget	Quarter		Year-to-date			
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget
Revenues Fees	8,200,000	9,959,000	2,489,750	2,489,750	9,959,000	2,489,750	25%	0*
♦								
♦								
Total	8,200,000	9,959,000	2,489,750	2,489,780	9,959,000	2,489,750	25%	0
Expense*								
Personnel	4,023,614	4,912,300	1,228,075	1,054,361	4,912,300	1,054,361	21%	0
Operating	3,635,828	3,995,000	998,750	416,651	3,995,000	416,651	10%	0
Capital	514,920	1,051,700	262,925	6,743	1,051,700	6,743	1%	0
Total	8,174,362	9,959,000	2,489,750	2,489,750	9,959,000	1,477,755	15%	0

* Expected Reimbursement

Equity in pooled cash

(for proprietary funds only)

Fund/ Subfund	Prior Year	Current Year			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
	N/A				
Total					

Comments:

(Explain variances, discuss significant in-kind services, provide status of aged receivables at 30-60-90-+ days and those scheduled for write-off, if applicable)

PERSONNEL – FUND 140

Positions				Funding (1st Quarter)			
Budget	Filled	Vacant	% Vacant	Budget		Actual	
				Expenditures	Attrition %	Expenditures	Attrition %
105	87	18	17%	1,228,075		1,054,361	

Departmental Quarterly Performance Report

Department Name: **PUBLIC WORKS**

Reporting Period: First Quarter FY 03-04

FINANCIAL SUMMARY-(CAUSEWAY – ER430)

(All Dollars in Thousands)

	PRIOR YEAR Actual	CURRENT FISCAL YEAR						
		Total Annual Budget	Quarter		Year-to-date			
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget
Revenues								
Fares	6,688,687	6,944,000	1,736,000	1,411,517	6,944,000	1,411,517	20%	0
Carryover		5,629,000	1,407,250	0	5,629,000	5,629,000	100%	0%
♦								
♦								
Total	6,688,687	12,573,000	3,143,250	1,411,517	12,573,000	7,040,517	56%	0
Expense*								
Personnel	3,015,458	3,556,200	889,050	716,095	3,556,200	716,095	20%	0
Operating	1,770,388	4,334,900	1,083,725	222,612	4,334,900	222,612	5%	0
Capital	1,480,877	4,681,900	1,170,475	275,257	4,681,900	275,257	6%	0
Total	6,266,723	12,573,000	3,143,250	1,213,964	12,573,000	1,213,964	10%	0

Equity in pooled cash (for proprietary funds only)

Fund/ Subfund	2003-2004	October	November	December
Total	6,328,301	5,757,217	5,924,923	6,090,542

Comments:

(Explain variances, discuss significant in-kind services, provide status of aged receivables at 30-60-90-+ days and those scheduled for write-off, if applicable)

PERSONNEL – FUND 430

Positions				Funding (1st Quarter)			
Budget	Filled	Vacant	% Vacant	Budget		Actual	
				Expenditures	Attrition %	Expenditures	Attrition %
55	49	6	11%	889,050		716,095	

Departmental Quarterly Performance Report

Department Name: **PUBLIC WORKS**

Reporting Period: First Quarter FY 03-04

FINANCIAL SUMMARY-(720)

(All Dollars in Thousands)

	PRIOR YEAR Actual	CURRENT FISCAL YEAR 2003-2004						
		Total Annual Budget	Quarter		Year-to-date			% of Annual Budget
			Budget	Actual	Budget	Actual	\$ Variance	
Revenues								
Fares	0	62,000	15,500	2,697	62,000	2,697	0%	0
Carryover	85,433	46,000	11,500	0	46,000	0	0%	0
♦								
♦								
Total	85,433	108,000	27,000	2,697	108,000	2,697	2%	0
Expense*								
Personnel	0	37,000	9,250	0	37,000	0	0%	0
Operating	80,079	45,000	11,250	4,549	45,000	4,549	10%	0
Capital	5,354	26,000	6,500	0	26,000	0	0%	0
Total	85,433	108,000	27,000	4,549	108,000	4,549	4%	0

Equity in pooled cash (for proprietary funds only)

Fund/ Subfund	2003-2004	October	November	December
Total				

Comments:

(Explain variances, discuss significant in-kind services, provide status of aged receivables at 30-60-90-+ days and those scheduled for write-off, if applicable)

PERSONNEL – FUND 430

Positions				Funding (1st Quarter)			
Budget	Filled	Vacant	% Vacant	Budget		Actual	
				Expenditures	Attrition %	Expenditures	Attrition %
1	0	1	100%	9,250		0	

Departmental Quarterly Performance Report

Department Name: **PUBLIC WORKS**

Reporting Period: First Quarter FY 03-04

STATEMENT OF PROJECTION AND OUTLOOK

The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses except as noted below:

Notes and Issues:

(Summarize any concern or exception which will prohibit the Department from being within authorized budgeted expenditures and available revenues)

DEPARTMENT DIRECTOR REVIEW

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

Signature
Department Director

Date_____